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9 March 1965

MEMORANDUM FOR: ORD Division Chiefs

SUBJECT: The New ORD Table of Organization

1. A new Table of Organization (T/O) for ORD has been sent to the Office of Personnel and is now under study by their Salary and Wage Division. As a result, [] of Salary & Wage has requested an opportunity to discuss the T/O in more detail.

2. Monday, 15 March has been set up for these discussions. [] plans to start at 0930 hours and spend a half an hour with [] covering ORD in general. Following this, [] would like to spend 45 minutes with each Division Chief to discuss individual Division needs against planned programs.

3. Attached is a schedule which is proposed for accomplishing this review. Since these discussions will have an effect on Division organization and consequently, future programs, it is important that this task be handled personally, if at all possible. If there are conflicts because of other previously scheduled meetings, changes in the attached schedule are possible to overcome this difficulty.

[]

Acting Executive Officer
Office of Research and Development

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6 April 65

The attached paper is the approved
SWD/Personnel T/O sent to OAD
by Two errors in
LS/OAD appear on it.
See OAD 990-65

SECRETORD 990-65
6 April 1965**MEMORANDUM FOR: Acting Executive Officer/ORD****SUBJECT: Life Sciences/ORD T/O - SWD/Personnel
Survey Report**

1. The Personnel T/O Survey Report submitted by SWD/Personnel has been reviewed by this Office. With the exception of two discrepancies listed in the SWD report, Life Sciences/ORD concurs with the recommended T/O.

2. In view of the above, it is requested that SWD be contacted in an attempt to clear up the two discrepancies.

a. Under Biological Sciences Division, LS/ORD proposed a supergrade for the Chief slot. According to SWD, ORD had only proposed a GS-15; and subsequently, SWD approved the slot at the GS-15 level. It is requested that the T/O be amended to reflect this position as a supergrade.

b. Under Medical Sciences Division, LS/ORD had proposed an SPS for the Chief slot. According to the SWD report, nothing had been proposed by LS/ORD; and subsequently, SWD approved this slot at the GS-16 level. It is requested that SWD amend the T/O to reflect an SPS for this slot.

3. It is further requested that the proposed changes be brought to the immediate attention of SWD/Personnel and that this Office be notified of their response.

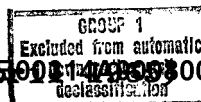
SA/DAD/LS/ORD

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Distribution:

Original & 1 - Addressee
1 - RBC Memo
1 - LS/ORD File
1 - LS Chrono
1 - ORD Chrono

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